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| **Agenda/Minutes** |
| Team Name | Dean’s Council Minutes |
| March  | Tuesday, May 18, 2021 |
| Time | 3:00-5:00p.m. |
| Location | Zoom |

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| Facilitator | Elaine Simmons | Recorder | Denise Schreiber |
| Team members | Present XAbsent O |
|  | Brian Howe |  | Kathy Kottas |  | Claudia Mather |  | Kurt Teal |
|  | Angie Maddy |  |  |  |  |  |  |
| Guests |
|  | Jo Harrington |  |  |  |  |  |  |
|  | Lee Miller |  |  |  |  |  |  |
| Topics/Notes |  |
| **Assessment (Jo) – 3:00-3:30p.m.*** Course Assessment
* Documentation of what needs to be changed/updated the next time the course it taught
* Assessment Institute (2021-2022)
* Shawgi Ahmed
* Chris Baker
* Cathy Smith
* Matt Connell
* Marlo Chavarria
* Lawrence Weber
* Colvin Hooser
* Angela Campbell
* Dan Garson
* Yuchen Boswell
* Jaime Abel

**OER (Lee) – 3:30-4:00p.m.*** Extended Plan
* By Fall 2023 faculty need to fit into a category; using a textbook, not using a textbook or open textbook
* Deans would like a monthly update of who is working towards OER and faculty not using a textbook

**Follow-up Topics*** Evaluations/Appraisals
	+ Staff – Anniversary Month (Ongoing)
	+ Adjunct (spring 2021) – May 20
* Instructional Reviews
	+ 2019-2021 Goal Reviews
		- ~~February 1, 2021~~
		- ~~May 1, 2021~~
		- September 1, 2021
		- December 1, 2021
	+ 2020-2022 Reviews
		- 21 Received; Nine Reviewed (Academics Done)
	+ 2021-2023 Reviews
		- Instructional Review Timeline
		- Template Update (Dean’s Feedback/Elaine’s Interests)
		- Discuss Financial Strategic Planning Shift
		- Strategic Planning Schedule
			* New Instructional Review Committee – June 15
			* Executive Leadership Retreat – June 23
			* Dean’s Council Retreat – July 19
* Strategic Plan Submitted – Mark Starting to Review
* In-Person Course Rubric Process (Mather) - Update
	+ Spring 2020 Start; Target implementation – Fall 2021
* Procedure #2470 Intellectual Property (Mather)
* Instructional Technology Fair Update (Launch June 7th)
* Procedure #2525 – College to University Articulation Agreements
	+ Policy 1504 – Course/Program Development and Management
		- Submitted to HR; College-Wide Review Notice; April President’s Staff (First Reading); May President’s Staff (Second Reading)
* Faculty Position Descriptions
	+ FT/PT – Faculty Council Response
	+ Adjunct
* Faculty Workload
* HLC Site Visit – October 24-25, 2022
* FR/GVP Site Location Visit – June 24
* COVID Funds – New Disbursement
* Graduation Activities
	+ Fort Leavenworth (June 16) – Virtual
	+ Fort Riley (August 26) – In Person
* Edukan – Course Preparation Plan
* General Education (KBOR)
* Online Proctoring Contracts
* BOL Orientation (Mather)
* Faculty Handbook
* Employee Onboarding
* Student Problem Resolution Procedure
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| **Projects*** Direct Assessment – a shift from Open Entry/Open Exit programming
* Full degree with all OER certified courses
* New/Updated Programming
	+ Industrial Hemp
	+ Cybersecurity
	+ Crane Operations
	+ CJ – Online
	+ Welding – Expansion
	+ eSports Programming
	+ CJ – Fort Leavenworth & Fort Riley
	+ Corrections – Fort Leavernworth
* Military Articulation Enhancements/Expansions – General Education
* Policy/Procedure Developments/Reviews
	+ ~~Finals~~
	+ Maximum Student Enrollment – need to address (Myrna)
	+ Student Problem Resolution
	+ ~~1105/2100 Inclement Weather~~
	+ ~~1500/2500 Academic Assessment & Placement~~
	+ ~~1150/2140 Camps/Leagues~~
	+ 1476/2466 Adjunct Faculty Compensation
	+ 1503/2503 Academic Clemency
	+ 1520/2520 Academic Freedom
	+ ~~1501/2501/2502 Academic Integrity~~
	+ 1516 Alternative Delivery Methods
	+ 1515/2515 Arranged and Late Starting Classes
	+ 1535/2535 Children in the Classroom
	+ 1504/2525 College to University Articulation Agreements
	+ 1530/2530 Course Attendance
	+ 1504/2525 Course/Program Development & Management
	+ 1502/2540 Credit Hour Allocation
	+ 1505/2506 Degree Revocation
	+ 1517/2517 Directed Independent Study Enrollees
	+ 1510/2510 Examinations
	+ 1451/2465 Faculty Employment Qualifications
	+ 1465/2481 Faculty Evaluation Process
	+ 1511/2511 Grade & Attendance Reporting
	+ 1505/2505/2506 Grade and Degree Revocation
	+ 1506/2507 Honorary Degree
	+ 1502/2540 Instructional Program
	+ 1463/2470 Intellectual Property
	+ 1510/2510 Proctored Examinations
	+ 1410/2426 Sabbatical Leave
	+ 1420/2435 Barton Distinguished Instructor Awards
	+ 1517/2517 Directed Independent Study
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| **Action Items** |  |

**Next Meeting: June 9**